

FROM: C/CSD

DATE: 3 Nov. 1964

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CH/DIA/AP-IP				
CH/SPAD				
LO/CGS/CIA				
LO/NSA				

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CODIB-D-111/1.1/2
30 October 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Content Control Task Team I


Approved Terms of Reference

Attached statement reflects CODIB deliberation and action on the draft

CODIB-D-111/1.1/1 of 2 Oct 64, as described in CODIB-M-57, 23 October 64,

paras. 3-4.

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Secretary

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CODIB-D-111/1.1/2
30 October 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

CONTENT CONTROL TASK TEAM

TERMS OF REFERENCE

I. Objective

To develop a scheme for identifying the substantive content of intelligence items at or near the time of their publication and to determine the feasibility of its application throughout the Intelligence Community. This scheme should be designed primarily to facilitate the dissemination of intelligence items.

II. Parameters

The scheme should:

1. encompass all subject areas germane to U. S. Intelligence.
2. be applied to material of all sources and classifications.
3. be applicable to the bulk quantity of intelligence items.
4. be relatively shallow.
5. require little index training.
6. be adaptable to machine processing.
7. be practicable to maintain.
8. make provision for maintenance and control.

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III. Tasks

- A. Identify the major publishers of intelligence items and the primary distribution points through which these items flow. (Ref. Stage I Report of SCIPS, especially chart 39196, Tab B, "Community Processing Systems Configuration.")
- B. Review existing subject codes with special emphasis on those used by analysts to express their intelligence interests.
- C. Develop a tentative scheme to facilitate the dissemination of intelligence items.
- D. Consider the usefulness of this scheme on subsequent storage and retrieval needs.
- E. Solicit comments on tentative scheme from persons responsible for publication and distribution of intelligence items.
- F. Recommend procedures for implementing and monitoring the suggested scheme or give valid reasons why such implementation is not feasible.
- G. Estimate the amount and type of training required.
- H. Estimate effectiveness, efficiency and economy.
- I. Report to CODIB. First progress report due 3 months after adoption of Terms of Reference.

IV. Membership

The Task Group shall be composed of one member each from CIA, DIA, NSA and Department of State. Additional representatives from the Services and subordinate units of the above-mentioned organizations will be welcome at all but the executive sessions and will be encouraged to participate in the general discussions. It is preferable that Task Team members be cleared for special intelligence. Other representatives should have at least a Secret clearance.

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CODIB-D-111/3
30 October 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

CODIB Support Staff: Mission and Functions

Attached is the approved statement resulting from action on CODIB-D-111/2,
27 August 1964, as reflected in CODIB-M-57, 23 October 1964, Para. 2.

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CODIB-D-111/3
30 October 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

CODIB Support Staff: Mission and Functions

Pursuant to NSCID No. 1, paras. 3 b (2) and 6 a (3); DCID No. 1/4; and USIB-D-39.7/6, Attachment, para. 3, a permanent secretariat activity for the Committee on Documentation (CODIB) of the United States Intelligence Board (USIB) is established. This activity is designated the CODIB Support Staff (CSS).

1. Composition and Organization

The CODIB Support Staff is composed of professional intelligence officers from DIA and CIA, and of clerical support from CIA. The Staff is under the direction of a staff chief who reports to CODIB through its Chairman and Secretary.

2. Mission

The mission of the Staff is to support CODIB in promoting means by which the Intelligence Community can make optimal use of information of intelligence value, however recorded.

3. Functions

(a) To assist in the identification, definition, and specification of inter-agency relationships which affect the flow, the processing, the control of substantive information and evaluated intelligence, both internal and external to USIB member agencies.

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(b) In the general area of information processing systems to assist CODIB in problem identification, in determining feasible approaches to solving these problems, in specifying and assigning appropriate tasks leading to problem solution, in the acquisition, synthesis, and analysis of factual data pertinent to problem solution, and in system design and specification responsive to the problem solution.

(c) To provide a focal point for the exchange of information within the Intelligence Community on the solution of information processing problems, including studies, research and development, contracts, proposed agreements and action, publications seminars, and demonstrations.

(d) To develop for CODIB consideration, policies on responsibilities of individual agency information processing facilities to perform functions of common concern to the Intelligence Community.

(e) To assist in administering and supporting CODIB subcommittees, ad hoc groups or task teams which have been organized to carry out specific functions or to perform special tasks.

For example, with reference to the task teams organized to implement USIB action on the SCIPS report, it is the function of the CODIB Support Staff to assist in problem definition, fact gathering, analysis, planning, and preliminary system design. Day-to-day work will involve: determining essential elements of information problem boundaries, specifying tasks, planning and scheduling, forms design, instruction writing, interviewing, analysis, systems design, and report writing. The Support Staff will provide the continuity not realizable by ad hoc task teams and will coordinate overlapping interests between task teams.

(f) To provide referral service from the SCIPS data base.

(g) To assist in the monitoring of interagency agreements in the field of CODIB's responsibilities.

(h) To assist in the coordination of selected information processing activities with foreign intelligence services involving the interchange of information which has been authorized by USIB.

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CODIB-M-57
23 October 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Minutes of the Fifty-seventh Meeting, 15 October 1964Members or Their Representatives Present

STATE	-	Mr. Benjamin H. Fisher	
DIA	-		50X1
ARMY	-	Maj. Jonathan D. Carney	
NAVY	-	Cdr. Alfred R. Olsen, Jr.	
AIR	-	Lt. Col. Thomas H. Scott	
NSA	-		50X1
DDR&E	-	Not represented	
FBI	-	Not represented	
AEC	-	Not represented	
CIA	-	Mr. Paul A. Borel, Chairman	
	-		50X1
		Secretary	

Technical Consultant

NBS	-	Dr. Samuel N. Alexander
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Associate Member's Representative

NSF	-	Mr. Richard See
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Others Present

DIA	-		50X1
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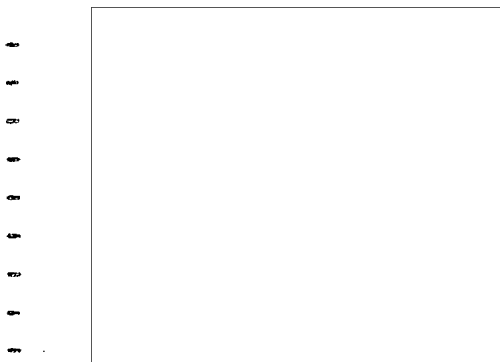
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ARMY -

NAVY -

CSS -

CIA -



- Mr. Walter J. Moberg

- Mr. John K. Vance

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1. The minutes of the fifty-sixth meeting (CODIB-M-56, 10 Aug 64) were approved as written, the following additional comments being made: re para. 5, [redacted] noted [redacted] statement concerning AEC development of a noise generator, indicating DIA interest in more information. The Chairman said that he had called Dr. Reichardt about future AEC participation in CODIB; since AEC representation on USIB committees is a subject now under study, CODIB representation will be decided in the broader context. Also concerning para. 4 of the Minutes, the Chairman said that separate CIA representation on CODIB, in addition to the Chair, was still pending, awaiting the overall review of USIB committees structure.

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2. CODIB Support Staff (CSS) Mission and Function Statement (CODIB-D-111/2, 27 Aug 64): draft approved as written, the Chairman noting that it was an ambitious charter and that all aspects can't be tackled at once, but that the CSS is the only full-time group in position to play the coordinating role specified therein.

3. Task Team I Terms of Reference (CODIB-D-111/1.1/1, 2 Oct 64): Considerable discussion developed on the scope of this activity, the principal question being whether concentration on facilitating dissemination was too restrictive. Additional points mentioned included the possibilities of providing for cross-source correlations and the application of shallow indexing, particularly (with regard to the latter) to conserve time in the input to the hundreds of small analyst files in the Community. One point suggested for exploration was identification of the analyst's problem in dealing with masses of reports, and whether the terms of reference might address more attention to fact-gathering from the analyst. The Chairman noted the consistent comment from senior levels on the flood of paper and need to control it, stating that, of many possible considerations, that of filtering the flow is a specific problem which should be tackled. The correlation between depth of indexing and quantity of paper was noted as a significant problem area.

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4. The suggestion that the task statement be expanded to include consideration of the impact of any new scheme on existing indexing systems led to a reference to the DoD area code standard, its original purpose, and present use (of which more follows in para. 9.c. and 10 below). Action: The draft was approved with the addition of a task statement regarding attention to the impact of any designed scheme on subsequent retrieval needs.*

5. In answer to the Chairman's query about the level of security clearance required for team members, [] said that he does intend to include consideration of special materials, but that the fact that all members do not have special clearance should not unduly constrain the action of the overall group.

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6. Task Team V Terms of Reference (CODIB-D-111/1.5/1, 2 Oct 64): in [] absence, [] recounted the thinking behind the draft and specifically suggested that initial action concern counter intelligence, and not positive intelligence, files. [] agreed that progress probably would come faster in the CI world but strongly urged attention to positive biographic intelligence as well. The Chairman noted that all the Task Teams' terms of reference should be standardized and suggested that the Task Team V statement in Tab A of the CSS mission and functions paper (para. 2 above) be used; this includes the CI and positive aspects desired. He noted that the CI biographic world is a large cost, high activity world, now particularly receptive to improved techniques in view of such pressure as that stemming from follow-up to the Warren Commission report.** He suggested a positive intelligence panel or subgroup within Task Team V, noting particularly the interests of CIA/Biographic Register, DIA/Production Center, and NSA, but was strongly opposed to separate positive and counter intelligence biographic teams.

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7. Mention was made of the need for at least part of the team to have special clearance. Also the desire for flexibility of scope was discussed with regard to the draft statement of file index size and attention to file entry through known name; the "one million card" specification, then, is to be illustrative but not binding and a category or group approach is also to be considered, although the initial concentration will be on names in index records. Fact gathering on the positive

* Secretary's note: There is some difference between the statement of objective of Task Team I in Tab A of the approved CODIB Support Staff Mission and Function paper (see para. 2 above) and the Task Team I draft, the former being broader in scope.

**Regarding which, and with specific reference to possible Secret Service development of an information system compatible with those of agencies from which its data will come, Mr. Borel noted transmittal of an invitation from the Deputy Director/Plans of CIA to the Secret Service to attend meetings of Task Team V.

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intelligence side need not follow the study of the CI issues, but should go on in parallel. [] asked, also, that step-by-step progress be reflected rather than waiting for a final report, since attention to the biographic intelligence field is of particular current interest to DIA.

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8. Action: The Chairman directed the team to incorporate the gist of the discussion in a new draft with a statement of objectives, inclusion of the positive intelligence world, generalizing for purposes of flexibility on file size to be studied and on the group approach issue, but concentrating in the beginning on the CI world as reflected in name indexes.

9. Status of Other Task Teams: the Secretary, substituting for the hospitalized Chief/CSS, made some general comments about potential overlap in the various task team fact gathering activities, including briefings, and requested that all such activity be coordinated by the CODIB Support Staff. He noted also the plan of action for each task team agreed upon previously, i.e., that each team chairman will develop a draft terms of reference paper which will a) be reviewed by his team members; then, b) be approved by CODIB prior to active data gathering, the exception being Task Team II which was instructed (CODIB-M-56, para. 9. II) to proceed with the item identification list. The Chairman noted that if more frequent CODIB meetings are required, they can be called. The Secretary submitted to the Chairman for Committee approval the names of the CIA members of the CODIB Support Staff, viz.,

[]; approval given. The Secretary then called on the other team chairmen present, whose responses are summarized below:

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a. Task Team II: [] felt that his team was still understaffed and urged that Army and Navy members be named. Background reading has been assigned and further discussion of the purpose of the item list, timing, etc. will occur prior to submission of a terms of reference draft to CODIB.

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b. Task Team III: [] stated that team designations had just been received and now include representatives from DIA, State, NSA and Air Force/FTD.

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c. Task Team IV: [] said that his approach probably would be to present to his team the foreign installation description format recently standardized within DoD. Members designated to date represent CIA, Army and Navy; the NSA representative will be named shortly. Regarding the area code discussion referred to in para. 4 above, [] noted that DIA uses the digraph for targetting and the Bombing Encyclopedia and that his team will consider it, among others.

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- d. Task Team VI: In the absence of Dr. Davis, the Secretary reported that designees to date represent CIA, DIA, NSA and Air Force. A draft terms of reference was sent to the team members for discussion at a first meeting scheduled /then/ for 19 October.
- e. Task Team VII: Mr. Borel noted that he summarized SCIPS follow-on activity in a contribution for the DCI to consider in his reports to the President's Board of Intelligence Advisors, both as DCI and as Director/Central Intelligence Agency (see Attachment A). Noted therein is Department of State chairing of one task team. He asked Mr. Fisher for the current thinking within the Department of State on this task, since State had strongly urged its establishment. Mr. Fisher said that he was not able to make final comment at this time, but that he would make additional effort to get the matter resolved; he suggested that State representation from INR would be more relevant than from his systems analysis group.
- f. Task Team VIII: [] said that he had the names of seven principals for his team, with alternates/observers raising the number to about 20. He suggested that others outside the intelligence community (NASA, USIA, NBS, ACDA, etc.) might well be involved. The basic approach to date in two meetings has been, through briefings on existing chip files or plans for such (particularly by out-of-area Service representatives at a recent DIA conference) to attempt to define the problem. Additional briefings are planned during meetings scheduled for 19 October, possibly running for two days. Again it was noted that clearances pose a problem; for this team's principal members, special clearances are a must.

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The Secretary noted receipt of several inquiries regarding non-USIB participation in the task teams and suggested that the problems among the USIB agencies are sufficiently large to mitigate against direct membership from non-USIB agencies, with the additional complexities such representation would introduce. Keeping informed (through briefings, etc.) is desirable and, he felt, can be realized, at least in part, through Drs. Alexander and Adkinson, with their contacts in the non-USIB agencies, the non-Government world, and such committees as COSATI.

- g. Task Team IX: [] reported that his team's first meeting had been held on 14 October and that one member had suggested cutting back on scope to ensure positive response from potential participants. Army and Navy representation is desired, as is a briefing for the team by Dr. Alexander.

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A draft terms of reference, based on the DIA instruction being coordinated in DoD, will be submitted to CODIB after deliberation by the team.

In response to a question from the Secretary, the Members indicated that they do wish to receive copies of all the Task Team minutes.

10. DOD Area (Digraph) Code: [] Chairman of the Subcommittee on Classification, submitted a memorandum in response to [] request that CODIB consider recommending Community adoption of the DoD area code. The SCC response (see Attachment B) was read aloud by the Chairman, and a copy of an earlier SCIPS paper on this subject (SCIPS-N-24, 12 June 64, subj: Geo-Political Area Codes) was given to []. The general response was negative but the SCC felt that the specificity of retrieval of the several existing systems would have to be compared with the DoD code before a recommendation could be made; the SCC, [] said, does not have the staff to make such a study. Discussion of the area code referred to in para. 4 above indicated that several components within DoD felt that they could not use the digraph. In response to the Chairman's query concerning DIA's continued interest in this subject, [] said he would consider the SCIPS and SCC papers and report his reaction to CODIB.

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11. Annual Report: at the request of the Chairman, the Secretary noted the distribution of the Sixth Annual Report under cover of USIB-D-39.3/8, 2 Sep 64. It was further noted that the departmental contributions had been received and typed on mats for supplemental distribution as Appendix C to the Annual Report.

12. Future Documentation Meetings: In view of recent lack of awareness of certain documentation meetings hosted by CODIB member agencies, Mr. Borel urged that, as Chairman, he be notified promptly of plans for such meetings.

13. JALPG Advisory Committee: Mr. See summarized a recent meeting of the National Academy of Science's Automatic Language Processing Advisory Committee (ALPAC), which is advisory also to the DOD/CIA/NSF Joint Automatic Language Processing Committee (JALPG). Sessions were held on 30 September and 1 October in the Center for Applied Linguistics, 1775 Massachusetts Avenue; there were a series of presentations on translation activities by translating organizations and private citizens, including the JPRS, McGraw Hill, and the American Translators Association.*

*Further details, for those interested, could be obtained from the ALPAC Executive Secretary, Dr. Hood Roberts, at the Center; government tel. tie-line 1224 ext. 419.

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14. Miscellaneous (for subsequent consideration): mentioned/
requested the following:

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- a. He attended a recent meeting on disaster planning and requested a briefing on the status of the CODIB Working Group on Emergency Planning at the next regular session (set by Committee agreement for Thursday, 19 Nov at 10:00 AM in CIA Headquarters, Room 2E62).
- b. Articles for inclusion in the new DIA/ADP Newsletter would be welcomed.
- c. As a possible task for the CODIB Support Staff, a draft sentence or paragraph for adoption as a Community standard which would authorize destruction of a classified report when no longer needed-- the statement to be stamped or pre-printed on disseminated documents.
- d. Consideration of a standard color code for computer tape containers to indicate the level of security classification of information on tape, and a standard procedure for providing for transfer of custody of tapes.

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Secretary

Note: The citation in CODIB-D-111/2, 27 Aug 64 (CODIB Support Staff), Tab A, pg. 2, last line is incorrect and should read: "USIB-S-13.1/4, 24 May 1963".

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Attachment A

**Contribution Submitted by Chairman, CODIB to
DCI for Report to President's Board**

9 October 1964

The Committee on Documentation (CODIB) has established a series of task teams to assist it in carrying out the USIB directive resulting from the report of the Staff for the Community Information Processing Study (SCIPS). (This study was designed to take certain essential first steps in attacking the problem of effective management of information processing and document dissemination in the Community.) Of the nine task teams, 3 are chaired by CIA, 3 by DIA, 1 by DOD, 1 by NSA, and 1 by State, indicating the essential interdepartmental character of the effort as well as our decision to link problem areas with predominant interests and expertise. Considerable work had already been done by the teams working on the control of the informational content of reports, biographic intelligence, research and development, and foreign publications. This work is being coordinated and supported by a newly organized CODIB Support Staff consisting of four full time professionals (2 from CIA; 2 from DIA).

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Attachment B

2 October 1964

MEMORANDUM FOR: Chairman, CODIB

SUBJECT: DIA Geopolitical Code for Intelligence System


**REFERENCE: (a) CODIB-M-56, 10 August 1964
(b) CODIB-M-54, 13 April 1964**

1. Your Subcommittee on Classification has considered the DOD/DIA Geopolitical Code for adoption as a community standard in lieu of the present ISC Area Code and has concluded that before a recommendation can be made, the specificity of the retrieval requirements of the many systems presently in effect in the community - or proposed - would have to be reviewed. The review might be an extension of the SCIPS Study recently concluded. The Subcommittee does not have the staff to make such a study.

2. At the present time the ISC Area Code is used in CIA's (OCR) Intellofax System and the DIA's Minicard System. These two huge systems give specificity of retrieval on an area basis not possible if the DOD Code were used (see SCIPS-N-24 dated 12 June 1964).

3. Even though all systems in the community used the DIA Code, compatibility among them would not necessarily result. It is only if all applied the code in a uniform manner that true compatibility could be assured.

/s/


**Chairman, Subcommittee on
Classification**

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